

To

_____ (Concerned DDO)
PSTCL, _____

Subject: Request for Identity Card

My identity card may please be printed as per my HR data information as available in HR/Salary software.

1.	Employee Code											
2.	Name of the Employee											
3.	Reason	<table border="1"> <tr> <td>i. New Joining</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ii. Promotion</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iii. Lost</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iv. Damaged</td> <td><input type="checkbox"/></td> </tr> <tr> <td>v. Correction</td> <td><input type="checkbox"/></td> </tr> </table>	i. New Joining	<input type="checkbox"/>	ii. Promotion	<input type="checkbox"/>	iii. Lost	<input type="checkbox"/>	iv. Damaged	<input type="checkbox"/>	v. Correction	<input type="checkbox"/>
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iii. Lost	<input type="checkbox"/>											
iv. Damaged	<input type="checkbox"/>											
v. Correction	<input type="checkbox"/>											
4.	In case of Lost ID Card	<table border="1"> <tr> <td>i. BA-16 No. (Attach Proof)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ii. Date of issue of BA-16</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iii. FIR No.(Attach Proof)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iv. FIR Date</td> <td><input type="checkbox"/></td> </tr> </table>	i. BA-16 No. (Attach Proof)	<input type="checkbox"/>	ii. Date of issue of BA-16	<input type="checkbox"/>	iii. FIR No.(Attach Proof)	<input type="checkbox"/>	iv. FIR Date	<input type="checkbox"/>		
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ii. Date of issue of BA-16	<input type="checkbox"/>											
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5.	In case of Correction	<table border="1"> <tr> <td>i. BA-16 No. (Attach Proof)</td> <td><input type="checkbox"/></td> </tr> <tr> <td>ii. Date of issue of BA-16</td> <td><input type="checkbox"/></td> </tr> <tr> <td>iii. Original ID Card</td> <td><input type="checkbox"/></td> </tr> </table>	i. BA-16 No. (Attach Proof)	<input type="checkbox"/>	ii. Date of issue of BA-16	<input type="checkbox"/>	iii. Original ID Card	<input type="checkbox"/>				
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ii. Date of issue of BA-16	<input type="checkbox"/>											
iii. Original ID Card	<input type="checkbox"/>											
6.	Emergency Contact No. (To be printed on ID Card)											
7.	Aadhaar No. (Optional)											

Signature of the Employee

C/S

Signature of the controlling
Officer

(Office Stamp)

Note

1. Attach original ID card in case of promotion, correction, damaged ID card.
2. In case of updation in HR details, Annexure II should be submitted along with this request letter to concerned DDO for updation of HR Data.
3. Fill form in block capitals and place a tick in the appropriate boxes.